

WESTERN ARCHIVES INSTITUTE

Administrative Offices: 1020 O Street, Sacramento, CA 95814

(916) 653-7715

FAX: (916) 653-7134

Dear WAI Applicant:

Thank you for your interest in the 2005 Western Archives Institute. Enclosed you will find an application for the institute as well as local arrangements information. Also enclosed is information concerning the Western Archives Institute Scholarship. Applicants who wish to be considered for the Western Archives Institute Scholarship should check the appropriate box on the application.

Applications are to be submitted by individuals who wish to be considered for admission to the Institute. If more than one person from an institution wishes to apply, there must be one application for each person.

The deadline for returning a completed application and the \$100.00 application fee is **March 15, 2005**. The application deadline for the Western Archives Institute Scholarship is also March 15, 2005. Applications received after March 15, 2005 will not be accepted.

Successful applicants will be notified of their acceptance no later than **April 1, 2005**. The application fee will be applied to the \$650.00 tuition, with the balance due May 1, 2005. Unsuccessful applicants will receive notification by April 1, 2005 with a full refund of the application fee.

For those admitted to the program, full payment of all fees will be due no later than May 1, 2005. Applicants are encouraged to pay fees prior to April 20th to take advantage of the "early bird" registration. **After April 20th, fees will increase by \$50.00.**

If an applicant withdraws their application prior to April 20, 2005, the application fee will be fully refunded. After April 20, some fees may not be refundable. After July 1, there will be no refunds of any fees.

If you have any questions concerning the Western Archives Institute, please let me know.

Sincerely,

Nancy Zimmerman
Administrator
e-mail: nzimmelm@ss.ca.gov